

MFASIS ACCOUNTING SYSTEM

OTHER BATCH PROCESSES

STACAP COST ALLOCATION

PROCEDURES FOR COMPUTING AND RECORDING STACAP

Procedures to be followed in running the STACAP Cost Allocation program are as follows:

1. Ensure that all expenditures for the month are recorded in the General Ledger.
2. Determine if any additional appropriations or funds are to be excluded from STACAP charges. If so, provide the MFASIS System Administrator with this information and request that the STACAP program be modified before it is run.
3. Check with the Bureau of the Budget to determine if any changes have been made to the STACAP Rate file. If so, ask the MFASIS System Administrator to get a new copy of the STACAP Rate file from the bureau of the Budget's system on the Honeywell machine.
4. Enter the fiscal year and fiscal month for which STACAP costs are to be computed in the Current Accounting Period field of the LDAT record with LDAT key of C900.
5. Ask the MFASIS System Administrator to run the STACAP Cost Allocation program.
6. Review the Cost Allocation Transaction Listing and Cost Allocation Error reports. Examples of these reports are on the following pages.
7. If the results of the STACAP program are satisfactory, ask the MFASIS System Administrator to load the journal vouchers created by the STACAP program into SUSF and do a posting run. If the results of the STACAP program are unsatisfactory, make the necessary table adjustments and rerun the STACAP program.
8. Review the results of the posting run and finalize the month end closing process.

A diagram of the STACAP processing flow is on the following page.